

# Certified Local Government (CLG) Program

## CLG Certification Application, Checklist





STATE OF NEW MEXICO  
**DEPARTMENT OF CULTURAL AFFAIRS**  
**HISTORIC PRESERVATION DIVISION**

BATAAN MEMORIAL BUILDING  
407 GALISTEO STREET, SUITE 236  
SANTA FE, NEW MEXICO 87501  
PHONE (505) 827-6320 FAX (505) 827-6338

**CLG CERTIFICATION APPLICATION CHECKLIST**

State: New Mexico Jurisdiction: .....

Date Submitted to State: ..... Date Approved by State: .....

- 
- (1) Applicant meets the Federal definition of local government and has authority to enforce acceptable legislation for the designation and protection of historic properties.
- (2) Applicant has established a historic preservation review commission consisting of \_\_\_\_\_ members. This meets State procedure requirements for number of members (5 members).

There are \_\_\_\_\_ lay members.

There are \_\_\_\_\_ professional members qualified in the fields of:

- List field

This meets State procedure requirements for professional membership.

- (3) All commission members have a demonstrated, positive interest, competence, or knowledge in historic preservation.
- (4) Professional members of the commission have been appointed to the extent available in the community, and we have reviewed resumes that document professional qualifications acceptable under the Secretary of the Interior's Historic Preservation Professional Qualification Standards. If not, the applicant satisfactorily documented an adequate search for the requisite professional members and how it will obtain access to expertise when needed.
- (5) The role and responsibilities of the local government have been specific in detail in the enclosed agreement, including:
- A. The four basic responsibilities:
    1. Enforcing State or local legislation for the designation and protection of historic resources.
    2. Maintaining a system for survey and inventory of historic properties.

3. Providing for adequate public participation in the historic preservation program.
4. Reviewing National Register nominations through a qualified local commission.

B. Additional responsibilities.

1. Required of all CLGs
  - a. Maintain adequate financial management systems.
  - b. Adhere to all requirements of the Historic Preservation Fund Grants Manual.
  - c. Adhere to any requirements mandated by Congress regarding use of federal historic preservation funds.
  - d. Adhere to requirements outlined in the State of New Mexico Local Government Participation Procedures issued by the State Historic Preservation Office.
2. Requirements specific to this CLG (if any stipulated).

(6) The CLG contact person, including title/position, mailing address, and telephone number:

Contact person name  
Title  
Mailing Address  
City, New Mexico  
Telephone

(7) The Certification Agreement has been signed by SHPO and Chief Elected Local Official.

(8) Any other information relevant to this application:

**LOCAL COMMUNITY NAME:**

\_\_\_\_\_

Name & Title:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

**STATE REVIEWER:**

Historic Preservation Division

Name & Title:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Certified Local Government (CLG) Program

Request for CLG Status



**REQUEST FOR CERTIFIED LOCAL GOVERNMENT STATUS**

**DATE:**

**TO:** State Historic Preservation Officer  
Historic Preservation Division  
Bataan Memorial Building  
407 Galisteo Street, Suite 236  
Santa Fe, New Mexico 87501

**FROM:** \_\_\_\_\_  
Chief elected official  
  
\_\_\_\_\_  
(Village, Town, City, or County of )

In accordance with the National Historic Preservation Act of 1966, as amended, and the New Mexico Historic District and Landmark Act (3-22-1 NMSA, 1978) and the New Mexico Certified Local Government Regulation, 4.10.10 NMAC, I hereby request Certified Local Government status for \_\_\_\_\_...  
(applicant government)

Enclosed are:

1. Name, address, and phone number of local CLG contact person.
2. A current copy of the local historic district or landmarks ordinance.
3. A listing of designated historic properties and districts protected by the historic district ordinance, including location maps and level of recognition (local, State, or National Register status).
4. A list of the members of the Historic Preservation/Design Review Commission and resumes indicating their qualifications (either experience in preservation field or demonstrated interest in historic preservation).
5. Resume of staff or consultants to the Historic Preservation Commission, and a discussion of the duties of staff or consultant.
6. A copy of the local preservation plan, if extant, or a concise statement describing the status of the applicant's survey, nomination, and design review process.

7. Certification Agreement, signed by chief elected official.

I understand that, if certified,           (Village, Town, City or County of)           will be eligible to apply annually for Certified Local Government matching grants for approved local historic preservation projects.

I also affirm that           (Village, Town, City or County of)           will support preservation efforts, and conduct the preservation program in compliance with all applicable rules and regulations.

\_\_\_\_\_  
Signed, Chief elected official

\_\_\_\_\_  
(Village, Town, City, or County of )

\_\_\_\_\_  
Date

Enclosures

Certified Local Government (CLG) Program  
Local Government, Certification Agreement





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**LOCAL GOVERNMENT CERTIFICATION AGREEMENT**

Pursuant to the provisions of the National Historic Preservation Act, as amended, to applicable federal regulations ( 36 CFR 61), and to 4.10.10 NMAC Certified Local Government Program, the City/Town/County of NAME HERE agrees to:

- (1) Enforce appropriate legislation for the designation and protection of historic properties [specify legislation or cross reference requirements from State procedures].
- (2) Maintain an adequate and qualified historic preservation review commission composed of professional and lay members [list or cross reference specific requirements from State procedures].
- (3) Maintain a system for the survey and inventory of historic properties [list or cross reference specific requirements from State procedures].
- (4) Provide for adequate public participation in the historic preservation program, including the process of recommending properties to the National Register [list or cross reference specific requirements from State procedures].
- (5) Adhere to all Federal requirements for the Certified Local Government Program.
- (6) Adhere to requirements outlined in the State of New Mexico regulation titled 4.10.10 NMAC, issued by the State Historic Preservation Office.

Upon its designation as a Certified Local Government, the City/Town/County of NAME HERE shall be eligible for all rights and privileges of a Certified Local Government (CLG) specified in the Act, Federal procedures, and procedures of the State of New Mexico. These rights include eligibility to apply for available CLG grant funds in competition only with other certified local governments.

**STATE:**

**LOCAL GOVERNMENT**

\_\_\_\_\_  
SHPO or Designee

\_\_\_\_\_  
Chief Elected Local Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date